# Reactivating and Resubmitting an Application

While we would like to think that every posting and application is perfect when they are initially presented, this is not always the case. Sometimes changes need to be made, and that is when an application may need to be reactivated so it can be updated and resubmitted. This could occur because certain posting information, such as supplemental questions or requested documents, was changed and applicants need to be allowed to update their applications accordingly. Another instance could be from the applicant's side where they need to update their employment information or you need them to attach a new document because the previous one failed conversion.

Whatever your case may be, you may find that you need to update applications that have already been applied to a posting. To do this, follow these steps to reactivate and resubmit an application through the HR Suite.

NOTE: Applicants will only be able to resubmit their application if the Posting is in a workflow state that accepts applications.

Step 1: Find the job application and open it to the Summary page.

At the top right of the page is a list of actions that you can take on the application. To reactivate the application, click the link at the bottom of the list that says "Reactivate".
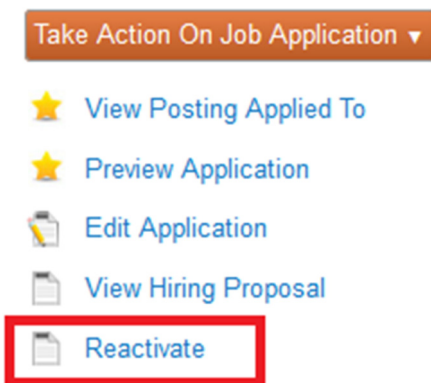
Step 2: On the next screen, choose the area(s) of the application to be edited.

Only select those areas of the application you need to edit and then click the "Save" button.

Select Areas of Application for User to Modify

☐ General Application Data

☐ Uploaded Documents

☐ Answers to Supplemental Questions

[Save]

Congratulations! The application has been reactivated and can now be edited. At this point, you have the option of telling the applicant to edit their application, certify, and submit (recommended), or you as HR can make the changes. We strongly encourage our customers to follow best practices, which is to have the applicant make the changes themselves. This is best from a liability perspective, as it puts the applicant in charge of their own information and leaves no room for misinterpretation.

If the applicant is making the changes, skip to step 4 (Recommended).

Step 3: If HR is making the changes,

Step 3a: go to the Certification tab and submit.

On the Certification tab below the Certification statement, click the "Submit this Application" button *without* putting a check in the "I certify..." checkbox.

Editing Job application

✓ Personal Information

✓ Supplemental Questions

✓ Documents Needed to Apply

Certification

Summary

This application is reactivated. It needs to be certified and subm

Certification

I certify that all information on this application and any other ma be considered justification for dismissal whenever discovered.

I certify that I have read and agree with these statements. ☐

GRJ   Please enter your initials to ver

[Submit this Application]

Step 3b: On the next page, certify the application on behalf of the applicant.

You will be taken to a page that asks you to verify you are submitting the application on behalf of the applicant. Put a check in this box and click the "Submit this Application" button.

Certification on Behalf of Applicant

By submitting this application on behalf of the applicant,

☐ I certify that this information is correct and accurate.

Submit this Application

==Recommended - Step 4==: The applicant will receive the email notification to revisit the application. They should make the appropriate changes to the application and <u>certify and submit</u> the application. After the applicant resubmits and if appropriate, HR can move the applicant to the appropriate status if the applicant had progressed in the workflow at the time of reactivation.

When done submitting the application (regardless of whether the application was submitted by HR or by the applicant), the application will be put back at the initial status, such as "Under Review". If the application had been reactivated later in the process, HR should go to the job application summary page and click on the "Take Action on Application" button to move the applicant to the appropriate status.